

5 FAM 1320 DEPARTMENT UNCLASSIFIED AND SENSITIVE BUT UNCLASSIFIED (SBU) COPIERS (DOMESTIC)

*(CT:IM-87; 05-07-2007)
(Office of Origin: A/ISS/GPS)*

5 FAM 1321 PURPOSE AND SCOPE

(CT:IM-87; 05-07-2007)

The policy in this subchapter governs and applies to all copiers authorized to process only unclassified and sensitive but unclassified (SBU) information at the Department's domestic facilities.

NOTE: Digital copiers are automated information system (AIS) equipment. See 5 FAM 910 and 12 FAM 620 for additional acquisitions policies and AIS security requirements.

5 FAM 1322 PROCUREMENT AND REPLACEMENT

(CT:IM-87; 05-07-2007)

- a. The A/ISS/GPS Office of Global Publishing Solutions Copier Management Program (CMP) will procure, from a limited number of manufacturers, copiers to process unclassified and SBU information.
- b. Only Information Technology Change Control Board (IT CCB) approved copiers must be connected to the Department's networks.
- c. Upon termination or renewal of a CMP contract, digital copiers that currently contain non-removable hard drives will be replaced with copiers that have removable hard drives. This replacement requirement applies to both networked and standalone copiers.
- d. Bureaus may require copier replacement before the termination or renewal of their CMP contract. If a bureau replaces a copier(s) before the termination or renewal of its CMP contract, the bureau will incur the cost (including any termination fees) of upgrading the existing copier or procuring a new copier that conforms to the requirements in this subchapter.

- e. If a bureau obtains a copier outside the CMP, the bureau must first obtain a waiver from the A/ISS/GPS Copier Management Program. The waiver request must include Form DS-1863 Request for Acquisition of a Photocopier and a justification memo explaining the reason(s) for the request. Submit the paperwork to A/ISS/GPS Copier Management Program (CMP), and, after review of the paperwork, CMP will notify you of the outcome. If a waiver is granted, the waiver is for the duration of the lease or a maximum of 5 years (whichever is less). Each lease renewal constitutes a new waiver request submission. All non-CMP copiers must have a removable hard drive. The bureau will be responsible for maintenance, supplies and support of the non-CMP copiers. The bureau must not connect a non-CMP copier to the Department's network.

5 FAM 1323 MAINTENANCE

(CT-IM-87; 05-07-2007)

- a. Networked copiers must not have remote diagnostic capability, facsimile, or modem features enabled.
- b. If additional automated AIS equipment (e.g., portable digital assistants (PDAs), laptops) is required for diagnostic testing, the bureau must purchase and retain the necessary AIS equipment to diagnose copiers.

NOTE: Diagnostic equipment used on Department AIS equipment must also have IT CCB approval.

- c. The bureau's information systems security officer (ISSO) or system administrator must disconnect a copier from the Department's network prior to connecting AIS equipment in order to service or perform maintenance on the copier.
- d. Escorted, uncleared copier technicians may service unclassified and SBU copiers not connected to the Department's network. Bureau personnel with a minimum Secret clearance must continuously escort uncleared technicians who enter the Department's domestic facilities, including while the technicians are performing maintenance or repair work. The escort must inspect the copier to ensure no hard copies are present before a maintenance visit occurs. After the visit, the escort must again inspect the copier for any security anomaly (see 12 FAM 091 for security anomaly definition), and, if the escort suspects an anomaly, he or she must immediately report this information to the ISSO.

5 FAM 1324 USE, PHYSICAL PROTECTION, DISPOSAL AND/OR REMOVAL OF DRIVES

(CT-IM-87; 05-07-2007)

- a. After a CMP copier's 5-year contract term has expired, the CMP will replace the copier.
- b. When the CMP removes a bureau's copier from inventory (i.e., through excess property disposal, donation or return to the leaser), the bureau must retain the hard drive for disposal. The bureau must dispose of the hard drive in accordance with 12 FAM 629.2-4.
- c. Bureaus must submit monthly meter readings to the CMP via e-mail (MMSCMS@state.gov). Bureaus in the CMP that do not submit their monthly meter readings by e-mail will incur additional monthly charges for each monthly copier meter reading that the CMP manually obtains.
- d. A network copier must be configured to authenticate individual users on Active Directory or allow for individual user account logons. Authentication is necessary to comply with Department network requirements (e.g., collecting network activity and auditing that are logged on the copier's hard drive). (See 12 FAM 620 for AIS auditing requirements.)
- e. Copier owners must ensure that if a copier has wireless capabilities and/or radio frequency (RF) transmitters, these capabilities are disabled. (See 5 FAM 580, Wireless Information Technology.)
- f. Copiers must be prominently marked "**This Copier Authorized for Unclassified/SBU Processing Only**" prior to issuance.

5 FAM 1325 THROUGH 1329 UNASSIGNED